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20 February 1976

OFFICE OF PERSONNEL MEMORANDUM NO. 20-50-5

SUBJECT : Disability Retirement - Supporting Documentation of Employee's Duties

REFERENCE: [redacted]

STATINTL

1. Reference requires the supervisor responsible for preparing the Fitness Report for an employee being processed for disability retirement under CIARDS to submit a statement describing the apparent nature of the applicant's disability and explaining the manner in which it affects his official duties. In addition to this statement, a description of the duties expected of the individual is now required for the use of the Board of Medical Examiners, Office of Medical Services. A copy of the Position Description and, if applicable and the component has no objection, a copy of the individual's Letter of Instruction will satisfy this requirement and should accompany the application. As this material will remain in the Office of Medical Services it may be classified as to content.

2. Although the supervisor is responsible for preparing the statement, the component Personnel Officer is responsible for ensuring that the statement, the Position Description and the Letter of Instruction are submitted to the Retirement Affairs Division on a timely basis. To alert the Personnel Officer of the need for these items by the Board of Medical Examiners, a member of the Retirement Operations Branch, Retirement Affairs Division will advise the responsible Personnel Officer when a member of the component applies for disability retirement.

3. In Civil Service disability cases, the supervisor describes the applicant's duties as item 5 on Form 2801-A, Superior Officer's Statement. Since this statement is forwarded to the Civil Service Commission, it should be unclassified.

[redacted]
Director of Personnel

STATINTL

OPM 1-76

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